

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

R301024

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ OtherExplanation *(Show only positions replaced)*

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

Minneapolis, MN

5. Duty Station

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

Biological Science Aid

GS

0404

03

Ja 2/23/01

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position *(if different from official title)*

Bio Science Tech - Private Lands

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Julie Anderson, Personnel Management Specialist

Signature

Date

22. Position Classification Standards Used in Classifying/Grading Position

Bio Science Tech Series, GS-0404 TS-111 dated 12/91
Grade Evaluation Guide for Aid and Tech Work in Bio Sciences, GS-0400 TS-111 dated 12/62

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks

This is a Bio Science Tech - General - No subject matter specialization assigned

FPL: GS-03

25. Description of Major Duties and Responsibilities *(See Attached)*

Biological Science Aid, GS-404-03

Introduction

The incumbent of this position serves as a Biological Science Aid in support of private land activities conducted by the U.S. Fish and Wildlife Service. Typical, but not all inclusive, duties of the position are illustrated by performance of the following:

Major Duties:

- Works on wetland restoration projects with other state and Federal agencies that administer Farm Bill and related agricultural programs.
- Records and submits accomplishment data regarding the progress of habitat restoration activities.
- Gathers and reports site information on private property for potential wetland restoration activity.
- Gathers and reports site information on private property for potential native prairie restoration activities.
- May be required to operate passenger vehicles, light trucks, and tractors.

Factors:

1. Knowledge Required by the Position Level 1-2 200 Points

General knowledge of the biological work and procedures to perform a wide variety of simple and repetitive tasks while learning to perform additional duties.

Knowledge of technical terminology used in the fields of biology, botany, wildlife biology, and wildlife management to understand assignments and communicate with co-workers.

Knowledge of the basic or commonly used rules, procedures, and operations to perform routine technical tasks.

Knowledge and skill in taking scientific measurements, performing simple mathematical calculations, and keeping detailed and precise records in order to collect and report data.

Skill in operating motorized vehicles and specialized equipment.

2. Supervisory Control Level 2-1 - 25 Points

Supervisor makes continuing assignments indicating a general explanation of what is to be done,

the methods to be employed, the precautions to be observed, and the standards to be maintained for simple and repetitive tasks. Instructions are received on a task-by-task basis for work which is new, more difficult, or assigned for training purposes and therefore performed under greater supervision.

Work is performed independently, making adjustments to accommodate minor deviations in work methods. Supervision or technical assistance is constantly available. The supervisor reviews work for technical accuracy, quality and compliance with instructions. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution as well as questions related to wetland status determinations.

3. Guidelines Level 3-1 25 Points

Specific guidelines are available in the form of administrative manuals, technical guides, operating procedures, oral instructions, and policy memoranda. Incumbent uses judgement in selecting and adapting guidelines when deviations from guidelines are slight. Significant deviations are referred to supervisor.

4. Complexity Level 4-2 – 75 Points

The incumbent performs a variety of tasks ranging from routine procedural to the more complex duties related to regular and recurring technical work of the station. In determining what is to be done, incumbent follows supervisory instructions and established protocol, or may be required to make precise discrimination among factors having only subtle differences. Tasks assigned typically require a great amount of attention and identification of information that is outside the normal range. The employee is expected to exercise independence in recognizing differences and choosing the right course of action and selecting and executing the proper sequences for work. Incumbent may have to perform more complicated mathematics and keep very detailed and exact records.

5. Scope and Effect Level 5-2 – 75 Points:

The purpose of the work is to perform a variety of biological technical work in support of private land field projects. Incumbent's work affects the accuracy, reliability, or acceptability of further procedures or processes and is critical to the efficiency of the program.

6. Persons Contacted Level 2

Contacts are with the supervisor, co-workers. Contacts also occur with farmers, state employees, members of conservation and education groups, other Federal, State, local officials and the general public.

7. Purpose of Contacts Level A - 45 Points

Contacts are for the purpose of obtaining assignments, instructions and other information in regard to assigned duties, reporting progress or problems encountered in the work. Other contacts are for exchanging and explaining information, and to foster cooperative relationships.

8. Physical Demands Level 8-2 20 Points

The work requires a moderate amount of physical exertion such as walking over wet and rough surfaces, bending, crouching, stooping, lifting or reaching. The incumbent may be required to lift containers weighing up to 25 pounds. Hand and finger dexterity which is equal to the exacting use of small tools and equipment is required.

9. Work Environment Level 9-2 20 Points

Work is performed both indoors and outdoors. The indoor work area has adequate light, heat, and ventilation. Temperature and weather extremes will be encountered in the performance of outdoor work. Incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class ____ and ____ .

Total Points: 485

GS-3 - 455-650 points